



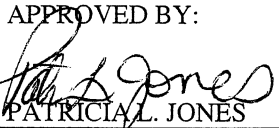
R/W MANUAL CHANGE
(1993 Edition)

RWMC- 136



PROCEDURAL HANDBOOK
(1984 Edition)

RWPH-____-____-____
TRANSMITTAL#____

TITLE: ESTIMATING	APPROVED BY:  PATRICIA L. JONES	DATE ISSUED: MAR 12 2004
SUBJECT AREA: CHAPTER 4 - ESTIMATING	ISSUING UNIT: OFFICE OF APPRAISALS AND LOCAL PROGRAMS	
SUMMARY OF CHANGES: Revises Exhibits 4-EX-1 and 4-EX-5 and updates the Table of Contents.		

PURPOSE

The purpose of this manual change is to provide additional utility considerations on the Right of Way Data Sheet (EXHIBIT 4-EX-1) and the Utility Information Sheet (EXHIBIT 4-EX-5).

PROCEDURES

- | | |
|----------------|--|
| Exhibit 4-EX-1 | RIGHT OF WAY DATA SHEET
Provides additional utility considerations under Item 7. Three new check boxes have been added as possible items that may impact lead time for utility relocation. |
| Exhibit 4-EX-5 | UTILITY INFORMATION SHEET
Under Item 3, check box choices for the disposition of longitudinal encroachments have been added. |

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
4 - Exhibits	Table of Contents 4-EX-1 4-EX-5	Table of Contents REV 3/2004 4-EX-1 (REV 3/2004) 4-EX-5 (REV 3/2004)

CHAPTER 4

Estimating Table of Contents

EXHIBITS

<u>Exhibit No.</u>	<u>Title</u>
4-EX-1	Right of Way Data Sheet
4-EX-2	Right of Way Estimate Worksheet
4-EX-3	Parcel Type Definitions
4-EX-4	Right of Way Data Sheet Transmittal Memorandum
4-EX-5	Utility Information Sheet
4-EX-6	Railroad Information Sheet

RIGHT OF WAY DATA SHEET

(Form #)

EXHIBIT

4-EX-1 (REV 3/2004)

Page 1 of 6

To: _____ Date _____
 Dist _____ Co _____ Rte _____ P/M (K/P) _____
 Attention: EA _____
 Project Description _____
 Subject: Right of Way Data Alternate No. _____

This Alternate meets the criteria for a Design/Build project: Yes ☐ No ☐

1. Right of Way Cost Estimate: To be entered into PMCS COST RW1-5 Screens.

	Current Value Future Use	Escalation Rate	Escalated Value
A. Total Acquisition Cost			\$ 1A1
Acquisition, including Excess Lands, Damages, and Goodwill.	\$ 1A2	1A3 %	\$ 1A4
Project Permit Fees.			\$ 1A5
B. Utility Relocation (State Share)	\$ 1B1	1B2 %	\$ 1B3
C. Relocation Assistance	\$ 1C1	1C2 %	\$ 1C3
D. Clearance/Demolition	\$ 1D1	1D2 %	\$ 1D3
E. Title and Escrow	\$ 1E1	1E2 %	\$ 1E3
F. Total Estimated Cost	\$ 1F1		\$ 1F2
G. Construction Contract Work	\$ 1G	(These are construction costs that are to be included in the projects PS&E.)	

2. Current Date of Right of Way Certification _____ 2 _____

3. Parcel Data: To be entered into PMCS EVNT RW Screen.

Type	3A	Dual/Appr	3C	Utilities	3D	RR Involvements	3E
X	_____			U4-1	_____	None	_____
A	_____	_____		-2	_____	C&M Agrmt	_____
B	_____	_____		-3	_____	Svc Contract	_____
C	_____	_____		-4	_____	Design	_____
D	_____	_____		U5-7	_____	Const.	_____
E	XXXX			-8	_____	Lic/RE/Clauses	_____
F	XXXX			-9	_____		
Total	3B					<u>Misc. R/W Work</u>	
						RAP Displ	3F
						Clear/Demo	3G
						Const Permits	3H
						Condemnation	3I
						Excess	_____

Areas: R/W _____ No. Excess Parcels _____
 Entered PMCS Screens ____/____/____ by _____
 Entered AGRE Screen (Railroad data only) ____/____/____ by _____

RIGHT OF WAY DATA SHEET (Cont.)

(Form #)

EXHIBIT

4-EX-1 (REV 3/2004)

Page 2 of 6

4. Are there any major items of construction contract work? Yes ☐ No ☐ (If "Yes," explain.)
5. Provide a general description of the right of way and excess lands required (zoning, use, major improvements, critical or sensitive parcels, etc.). No right of way required. ☐
6. Is there an effect on assessed valuation? Yes ☐ Not Significant ☐ No ☐ (If "Yes," explain.)
7. Are utility facilities or rights of way affected?
Yes ☐ No ☐ (If "Yes," attach Utility Information Sheet, Exhibit 4-EX-5.)
The following checked items may seriously impact lead time for utility relocation:
☐ Longitudinal policy conflict(s)
☐ Environmental concerns impacting acquisition of potential easements
☐ Power lines operating in excess of 50 KV and substations
(See attached Exhibit 4-EX-5 for explanation.)
8. Are Railroad facilities or rights of way affected?
Yes ☐ No ☐ (If "Yes," attach Railroad Information Sheet, Exhibit 4-EX-6.)
-

RIGHT OF WAY DATA SHEET (Cont.)

(Form #)

EXHIBIT

4-EX-1 (REV 3/2004)

Page 3 of 6

9. Were any previously unidentified sites with hazardous waste and/or material found?
Yes ☐ None Evident ☐ (If "Yes," attach memorandum per R/W Manual, Chapter 4, Section 4.01.10.00.)

10. Are RAP displacements required? Yes ☐ No ☐ (If "Yes," provide the following information.)

No. of single family _____ No. of business/nonprofit _____

No. of multi-family _____ No. of farms _____

Based on Draft/Final Relocation Impact Statement/Study dated _____, it is anticipated that sufficient replacement housing (will/will not) be available without Last Resort Housing.

11. Are there Material Borrow and/or Disposal Sites required? Yes ☐ No ☐ (If "Yes," explain.)

12. Are there potential relinquishments and/or abandonments? Yes ☐ No ☐ (If "Yes," explain.)

13. Are there any existing and/or potential airspace sites? Yes ☐ No ☐ (If "Yes," explain.)
-

RIGHT OF WAY DATA SHEET (Cont.)

(Form #)

EXHIBIT

4-EX-1 (REV 3/2004)

Page 4 of 6

14. Indicate the anticipated Right of Way schedule and lead time requirements. (Discuss if district proposes less than PMCS lead time and/or if significant pressures for project advancement are anticipated.)

Based on the R/W requirements on Page 1 of this Data Sheet, R/W will require a lead time of _____ months from the date regular appraisals can begin to project certification.

In any event, RW Maps will require _____ months from Final Maps to project certification.

15. Is it anticipated that Caltrans staff will perform all Right of Way work? Yes ☐ No ☐ (If "No," discuss.)

Evaluation Prepared By:

Right of Way: Name _____ Date _____

Railroad: Name _____ Date _____

Utilities: Name _____ Date _____

Recommended for Approval:

I have personally reviewed this Right of Way Data Sheet and all supporting information. I certify that the probable Highest and Best Use, estimated values, escalation rates, and assumptions are reasonable and proper subject to the limiting conditions set forth, and I find this Data Sheet complete and current.

District Division Chief/Regional Manager
Right of Way

Date

Instructions for Completing the Right of Way Data Sheet

To provide complete and consistent data for input into Right of Way's portion of PMCS, the Right of Way Data Sheet and Right of Way Estimate Worksheet will be used.

The Right of Way Data Sheet has been designed to accomplish dual purposes: 1) function as an estimating form that is incorporated into the Project Report/Environmental Document as appropriate, and 2) provide essential data for PMCS by entry of Right of Way workload and cost estimates on the EVNT RW, COST RW1, and other PMCS screens for which Right of Way is responsible.

Data required to complete Item 1 on the Right of Way Data Sheet is obtained from the totals of various columns on the Right of Way Estimate Worksheet.

All sections of the Right of Way Data Sheet must be completed. If a section is not applicable, it should be so indicated.

The following instructions relate to completion of Right of Way Data Sheet Items 1, 2, and 3. The balance of the Right of Way Data Sheet is self-explanatory.

- Entry 1.A.1. -** is the total Acquisition cost for the project alternative. It includes acquisition, including excess lands, damages, goodwill, and project permit fees. It is the total of entries 1.A.4. and 1.A.5.
- Entry 1.A.2., 3., and 4. -** 1.A.2. is the grand total of Column 4 on the Right of Way Estimate Worksheet plus contingency costs.
1.A.3. is the escalation rate for Acquisition activities.
1.A.4. is 1.A.2. escalated to the year of Right of Way Certification using escalation rate 1.A.3.
- Entry 1.A.5. -** is the grand total of Column 15 on the Right of Way Estimate Worksheet.
- Entry 1.B.1., 2., and 3. -** 1.B.1. is obtained from the Utility Information Sheet provided by the Utility Estimator plus contingency costs.
1.B.2. is the escalation rate provided by the Utility Estimator.
1.B.3. is 1.B.1. escalated to the year of Right of Way Certification using escalation rate 1.B.2.
- Entry 1.C.1., 2., and 3. -** 1.C.1. is the total of Column 5 on the Right of Way Estimate Worksheet plus contingency costs.
1.C.2. is the Relocation Assistance escalation rate.
1.C.3. is 1.C.1. escalated to the year of Right of Way Certification using escalation rate 1.C.2.
- Entry 1.D.1., 2., and 3. -** 1.D.1. is the total of Column 6 on the Right of Way Estimate Worksheet plus contingency costs.
1.D.2. is the Clearance/Demolition escalation rate.
1.D.3. is 1.D.1. escalated to the year of Right of Way Certification using escalation rate 1.D.2.
- Entry 1.E.1., 2., and 3. -** 1.E.1. is the total of Column 11 on the Right of Way Estimate Worksheet.
1.E.2. is the Title and Escrow escalation rate.
1.E.3. is 1.E.2. escalated to the year of Right of Way Certification using escalation rate 1.E.2.
-

RIGHT OF WAY DATA SHEET (Cont.)

(Form #)

EXHIBIT

4-EX-1 (REV 3/2004)

Page 6 of 6

- Entry 1.F.1. and 2. -** 1.F.1. is the total of the Current Value column of the Right of Way Data Sheet.
1.F.2. is the total of the Escalated Value column of the Right of Way Data Sheet, excluding items 1A4 and 1A5.
- Entry 1.G. -** is the total of Column 10 on the Right of Way Estimate Worksheet. The total estimate for Construction Contract Work is to be reported to Project Development and the Project Manager to ensure inclusion in the projects PS&E.
- Entry 2 -** is the anticipated Right of Way Certification date.
- Entry 3.A. -** Each parcel is "typed" in Column 1 of the Right of Way Estimate Worksheet (see Exhibit 4-EX-3 for definitions of each type). The total of each type is inserted on the appropriate line.
- Entry 3.B. -** Total of all parcels in the estimate. Total should equal the sum of Items X through D in the "Type" Column. Do not include a double count for dual appraisal parcels.
- Entry 3.C. -** Indicates the number of parcels per type that will require a dual appraisal. Refer to Right of Way Manual, Chapter 7, Section 7.01.07.00, for a definition of parcels requiring a dual appraisal.
- Entry 3.D. -** Utilities workload involvement obtained from the Utility Information Sheet is provided by the Utility Estimator. Refer to Right of Way Manual, Chapter 13, Exhibit 13-EX-6, for definitions of the various utility workload involvements.
- Entry 3.E. -** Railroad workload involvements obtained from the Railroad Information Sheet provided by the Railroad Coordinator. Enter railroad data in both EVNT RW and AGRE Screens. Note: Service Contracts are entered into for both Design and Construction services. Enter the number of each in the appropriate location; the total of both is entered on the "Svc Contract" line on the Data Sheet.
- Entry 3.F. -** Total RAP displacements. Amount is total of Column 7 on the Right of Way Estimate Worksheet.
- Entry 3.G. -** Clearance/Demolition units. Amount is the total of Column 8 on the Right of Way Estimate Worksheet.
- Entry 3.H. -** Construction Permits include material and disposal sites. Number is the total of Column 9 on the Right of Way Estimate Worksheet.
- Entry 3.I. -** Condemnation Suits. Total number of condemnation suits anticipated in conjunction with the project based on district experience.
-

UTILITY INFORMATION SHEET

4-EX-5 (REV 3/2004)

(Form #)

1. Name of utility companies involved in project:

2. Types of facilities and agreements required:

3. Is any facility a longitudinal encroachment in existing or proposed access controlled right of way? Explain.

Disposition of longitudinal encroachment(s):

- ☐ Relocation required.
☐ Exception to policy needed.
☐ Other. Explain.

4. Additional information concerning utility involvements on this project, i.e., long lead time materials, growing or species seasons, customer service seasons (no transmission tower relocations in summer).

5. PMCS Input Information

Total estimated cost of State's obligation for utility relocation on this project:

\$ _____

Note: Total estimated cost to include any Department obligation to relocate longitudinal encroachments in access controlled right of way and acquire any necessary utility easements.

Utility Involvements

U4-1 _____	U5-7 _____
-2 _____	-8 _____
-3 _____	-9 _____
-4 _____	

Prepared By:

Right of Way Utility Estimator_____
Date